

TRI-COUNTY COMMUNITY COUNCIL, INC.
HEAD START/EARLY HEAD START
POLICY COUNCIL MEETING
2499 CYPRESS STREET
WESTVILLE, FL. 32464

May 2, 2022

Present:
Donna Carnley
Darla Sutton
Claudia Jefferson
Katie Sasser

Absent:
Charlie Stevenson
Savannah Ganey
Elizabeth Fletcher
Monica Hill
Carly LeoGrande

Guests:
Kim Gillis
Nicole Thomas
Tabatha Roberts
Candida Harris

Nicole Thomas called the meeting to order at 12:05pm. Claudia Jefferson called roll, with five members present and four members absent. A quorum was present, but one member stated they are not able to stay on the call for entire meeting. At least one other was expected to join the meeting, so that member disconnected, leaving a total of only four members present. It was decided to wait until the end of the meeting to seat the new members and approve minutes from April with the expectation more members would join, and a quorum could be reestablished.

CENTER COMMITTEE REPORTS

Claudia Jefferson gave the report for the Walton Center:

There are two events planned in May. There will be a prom on May 6 and a Graduation Ceremony on May 26. They are also planning a field trip to the park. There was no parent meeting held in April. The parent committee is requesting \$250 for the Prom and \$250 for the Graduation Ceremony. Since a quorum was not present, this request was tabled until later in the meeting.

Tabatha Roberts gave the report for the Early Head Start Center/Home Base Program:

The most recent parent meeting was April 7, 2022. The parents were given information on substance abuse, domestic violence, and child abuse. Parents were invited to make boo-boo bunnies. The Springfest was great and there were sixteen parents/guardians in attendance. The egg hunt was cancelled due to weather conditions. Home Based had two socials. The next parent meeting is May 3, 2022. May 10 the students who are three are scheduled to participate in transition activities at the Head Start centers. The CEEC event will be at 8:15am and the Walton event will be at 2:15pm. One child will be participating at the Westville Center for their transition.

Katie Sasser gave the report for the Westville Center:

April 13 was the last parent meeting. April 19 was the spring fling and visit with Easter Bunny. There will be a Water Day on May 20 and a Graduation Ceremony on May 26.

Nicole Thomas gave the report on behalf of the Chipley Center:

The most recent parent meeting was on April 26. There will be no Parent Meeting in May. We will have our End of the Year Celebration on May 20 at 3:30pm at Shivers Park. Our last day of school and early release day will be May 27. We are looking forward to our monthly story time with Patsy Justice from the Kiwanis Club. The children enjoyed celebrating Earth Day and they are working on Mother and Father's Day activities and gifts. Our Easter egg hunt activity was very good and the children enjoyed themselves.

Nicole Thomas gave the report on behalf of the CEEC Center:

The last parent meeting was on April 1. The center held a parent child activity of decorating an Easter egg. We have been having our parent child activity last a full week to give the parent some flexibility as to when they want to do the activity with their child. They can do it at drop off or pick up. We have everything set up outside for the parents. We had early release on Friday, April 15. We also had our Easter egg hunt that day. We had a good turnout of parents who volunteered to hide the eggs and supervise the children during the egg hunt. We are having our graduation on May 20 at 9:30am. This is on a Friday and the following week is the last week of school and we will be having a fun filled week with the children with bubble, water play, etc.

DIRECTORS REPORT

This report was shared with the members the morning prior to meeting. Kim went over the numbers for the past month in all areas and explained any changes outside the norm. No questions were asked about this report.

FINANCIAL REPORTS

Kim explained the status reports for our current budget and noted that the parenthesis showing in multiple areas means that not enough funds were budgeted for that area. However, only half of our grant was received in December, and we are expecting the other half to be received in the next few weeks. We have a waiver excusing in-kind for now. Kim explained the purchases made on the Visa cards issued to Ruth Kelley and Mandi Thomas as well as the recent purchases for flowers made at Lowes. All sites have a Walmart card for purchasing supplies and Kim went over the statement for those. The Wex card shows the amount used to put gas in the company vehicles.

941 for 2022

Kim explained that this form shows our quarterly income tax held out on employees. Members had no questions.

Annual 425

Kim explained that this form is the annual report of the cash disbursements made by the agency, showing receipts, disbursement, and cash on hand for the year.

Final 425

Kim explained that this form is the final and certified version of the report and that these forms are submitted by a certain time after the grant end. No questions were asked by the members.

OLD BUSINESS

NEW BUSINESS

FYI/DISCUSSION

Monthly Training- EHS Home-base: Home Visits and Socialization Requirements

Kim went over the requirements for the home-based program and the process for conducting home visits. There are twelve slots for enrollment and each family completes a 90-minute home visit each week. In addition, two socializations are held per month. Twenty-two are required for the year and forty-six home visits per family are required each year. If cancellations occur due to the home visitor, those visits must be made up. If the family cancels, the home visitor must attempt to make those visits up.

2021-2022 Mid-year Child Outcomes

This information is not ready due to a transition of staff. Our Education Specialist resigned last month, so this report has not been generated or prepared for review. We are working to have it ready for the June meeting.

2.28% COLA & Quality Improvement Funds

Head Start will receive 43,842 and Early Head Start will receive 10,565 to go toward a cost-of-living increase for staff. This is on the list for later approvals. The total amount received will go toward this. The Quality Improvement funds will be received as well in the amount of 10,586 for Head Start and 2,862 for Early Head Start. This money will be used to meet the \$11/hour minimum wage requirement. Any left-over funds will be applied to fuel expenses. We are also requesting a waiver for in-kind of these funds.

Accounting & Financial Policies and Procedures Manual

The members received a copy in their mail out packets prior to the meeting. Kim pointed out the changes made to certain pages in the manual were included for their review, with changes made in red.

SWOT Results

Kim went over the weaknesses and threats that were identified during the SWOT assessment. Staffing issues remains a major concern. Among others, were employee pay, insurance needs, family engagement, staff involvement, challenging classroom behaviors, and Covid apprehensions. The poverty guidelines in place have been an ongoing obstacle and Kim explained the new eligibility ruling that includes families receiving SNAP benefits as categorically eligible for Head Start. Our recruiting needs to be strengthened as well as our social media presence. The lack of mental health providers in our area remains a concern. Also, maintenance not being completed in a timely manner and the lack of a safe place to go during severe weather threats were reported by staff. Kim asked the council for input on which items they feel are the most important to consider for the self-assessment. No suggestions were made.

Self-Assessment

Kim reported the self-assessment is ongoing and there will be a report on this made to the council in June.

Eligibility Priority Criteria

Kim explained that due to the change in the eligibility requirements, we have added SNAP benefits to the categorically eligible section of our Eligibility Priority Criteria form, which will be up for approval at today's meeting.

PI- FY 2022 Head Start Funding Increase

This information was provided to members prior to the meeting for review. Kim previously discussed this information, when addressing the COLA increase on the agenda. No questions were presented regarding this information.

IM- Head Start Categorical Eligibility for Families Eligible for the SNAP

This information was provided to members prior to the meeting for review. Kim previously discussed this information, when addressing the SWOT results on the agenda. No questions were presented regarding this information.

APPROVALS

Seating of new members: Tabatha Roberts for Early Head Start Home-Base and Candida Harris for Walton Center.

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

April 2022 Meeting Minutes

Motion: Darla Sutton Seconded: Katie Sasser Pending phone poll.

Walton Parent Committee Fund Requests: \$250 for Prom, \$250 for Graduation

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

Policies: received prior to meeting for review

Motion: Katie Sasser Seconded: Claudia Jefferson Pending phone poll.

2.28% COLA

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

Quality Improvement Funds:

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

In-kind Waiver

Motion: Darla Sutton Seconded: Katie Sasser Pending phone poll.

Accounting and Financial Policies and Procedures Manual Updates:

Motion: Katie Sasser Seconded: Darla Sutton Pending phone poll.

Eligibility Priority Criteria & Application Update:

Motion: Darla Sutton

Seconded: Katie Sasser

Pending phone poll.

New Hires: Wanda Myers for Westville Center Assistant, Madison Kersey for Westville Floater, Melissa Ivey for EHS Center Coordinator, Sarah Beth McManus for Family Service Coordinator, Kalista Butler for Floater at all sites.

Motion: Katie Sasser

Seconded: Darla Sutton

Pending phone poll.

ANNOUNCEMENTS

The next policy council meeting will be held on June 6, 2022.

ADJOURNMENT

Meeting adjourned at 1:13pm.

As recorded by Nicole Thomas

5/2/22

Phone Poll Results

Only three of nine currently seated members were present to seat the two new members, at the time for approvals. Five members are required to complete quorum. On May 2, a phone call was conducted with two additional members, Donna Carnley and Savannah Ganey, who gave approval to seat both members. This brought the total seated members to eleven, requiring six members to complete a quorum. Donna Carnley, Savannah Ganey and Tabatha Roberts gave their approval for the remaining items as listed on the agenda, see phone poll attached.

On May 4, a virtual poll was held to either approve or disapprove of the change made to the Transition for EHS policy. The policy was sent to the members via email with changes in red and the following six members responded in favor: Savannah Ganey, Donna Carnley, Darla Sutton, Claudia Jefferson, Tabatha Roberts, and Katie Sasser. Motion Carried.

On May 10, a virtual poll was held to either approve or disapprove of the COLA and Quality Improvement Grant Narratives, Updated Pay Scale and Revised Covid Policy. The information was sent to the members via email, with the following seven members responding in favor: Savannah Ganey, Elizabeth Fletcher, Tabatha Roberts, Darla Sutton, Donna Carnley, Katie Sasser and Claudia Jefferson. Motion Carried.

Claudia Jefferson

Claudia Jefferson (Jun 13, 2022 19:51 CDT)

SECRETARY

Jun 13, 2022

DATE

5/2/22 Phone Poll

Date/name	Seat New Members: Tabatha Roberts as EHS-HB Rep Candida Harris as Walton Rep	Minutes from April 2022 Meeting	Walton \$250 fund request for Prom and \$250 fund request for Graduation Ceremony	Policy Review Updates	2.28 COLA Increase	Quality Improvement
5/2/22 Savannah Ganey	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __
5/2/22 Donna Carnley	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __
5/2/22 Tabatha Roberts	NA	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __	Approve __X Disapprove __
Date/name	In-kind Waiver	Financial Policies and Procedures Update	Eligibility Criteria and Revised Application	New Hires: Wanda Myers, Madison Kersey, Melissa Ivey, Sarah McManus & Kalista Butler		
5/2/22 Savannah Ganey	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __		
5/2/22 Donna Carnley	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __		
5/2/22 Tabatha Roberts	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __	Approve __X_ Disapprove __		

May 2022 Policy Council Minutes

Final Audit Report

2022-06-14

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